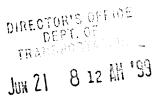
BENJAMIN J. CAYETANO





COMPTROLLER
MARY PATRICIA WATERHOUSE

DEPUTY COMPTROLLER

RAYMOND H. SATO

# STATE OF HAWAII DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P. O. BOX 119 HONOLULU, HAWAII 96810-0119

JUN 17 1999

#### COMPTROLLER'S MEMORANDUM NO. 1999-19

TO:

Heads of Departments and Agencies

ATTN:

Payroll Offices

SUBJECT:

Payroll Submittal for Pay Period Ending July 15, 1999

Payroll procedures used in prior years to effect pay raises for State employees will once again be used for the 7/15/99 pay period. This is in conjunction with the 7/1/97 to 6/30/99 compensation adjustments which affect employees in bargaining units 01, 02, 03, 04, 09, 10, 13 and their excluded counterparts. Please note that retroactive pay for certain employees will be made according to the schedule released by DHRD. We will be issuing instructions at a later date.

Your departmental cooperation is being requested in assuring that the attached instructions are carefully followed. During the July 15<sup>th</sup> pay period, the Central Payroll staff must contend with auditing the payrolls against the HRMS/OFIS files and processing the normal pay cycle documents in order to pay approximately 60,000 State employees in a timely manner. Failure to submit the proper payroll document and/or adhere to the due dates will result in a "NO PAY" situation.

RAYMOND H. SATO State Comptroller

**Attachments** 

#### INSTRUCTIONS

I. Turnaround Payroll Change Schedules dated June 30, 1999

DAGS Clerical Section will release the normal "Turnaround 'Payroll Change Schedules", dated June 30, 1999, for the regular (salaried), hourly and fringe payrolls, to the departments on Thursday, 6/24/99. These payroll change schedules are to be retained by the departments and should not be submitted to Central Payroll.

II. New Payroll Change Schedules dated July 15, 1999

DAGS Clerical Section will release the "New Payroll Change Schedules" dated July 15, 1999, for the regular (salaried), hourly, and fringe payrolls, to departments on Thursday, 6/24/99. These payroll change schedules must be submitted to Central Payroll to effect pay on July 20, 1999. Attachment A lists the due dates for submittal of the various payroll change schedules.

- A. "New Payroll Change Schedules Regular (Salaried)
  Payroll Numbers"
  - 1. These payrolls will reflect the semi-monthly rates that were computer-updated from the HRMS/OFIS files. If the "Salaried" amount was computer-updated, asterisks (\*\*\*) will appear in the "Remarks" column of the "New Payroll Change Schedule".
  - 2. These payrolls must be reviewed, updated and submitted to Central Payroll by the scheduled due date. Explanations must be noted thereon if any changes, deletions, or additions are made.
  - 3. These payrolls must have an approved HRMS/OFIS action to support each payment amount listed on the payroll change schedule.
- B. "New Payroll Change Schedules Hourly Payroll Numbers"
  - These payrolls must be reviewed, updated, and submitted to Central Payroll by the scheduled due date.
  - 2. These payrolls must have an approved HRMS/OFIS action to support each payment rate listed on the payroll change schedule.

## C. "New Payroll Change Schedules - Fringe/Casual"

These payrolls must be reviewed, updated and submitted to Central Payroll by the scheduled due date.

### D. "Payroll Change Schedules - Supplemental"

These payrolls are manually prepared by departmental payroll offices to report late additions to payments shown on the regular, hourly, or fringe payrolls.

Employees listed on these payrolls must have an "approved" HRMS/OFIS action. This procedure is a last-minute exception type effort to pay an employee on pay day. Refer to the scheduled due date when submitting this type of change schedule.

If there are any questions on the instructions described herein, please contact the DAGS Central Payroll Pre-Audit staff.

#### Attachment A

Payroll Deadlines for 7/15/99 Payroll Period

Payroll Change Schedule	Time	Date
Regular (Salaried)	8:00 a.m.	07/02/99
Hourly	8:00 a.m.	07/07/99
Fringe	8:00 a.m.	07/07/99
Casual (DOE/UH only)	12:00 noon	07/07/99
Supplemental	8:00 a.m.	07/07/99